

**COMMANDING OFFICER HEADQUARTERS AND HEADQUARTERS
SQUADRON
STATEMENT ON SAFETY**



Our mission is to provide administrative support for MCAS Miramar personnel, to maintain operational MCAS Miramar facilities and to provide services in support of the Third Marine Aircraft Wing. To accomplish this mission, I need every Marine, Sailor and civilian Marine of Headquarters and Headquarters Squadron. I cannot accept mission degradation because of lost workdays as a result of unsafe practices.

I consider it the personal responsibility of every Marine, Sailor and civilian Marine assigned to Headquarters and Headquarters Squadron to protect our fellow Squadron mates both on and off duty. No matter your MOS, no matter the time of day or night, no matter your duty status – if you see an unsafe practice, it is your responsibility to stop it. If a situation looks wrong, it probably is. If it makes the hair on the back of your neck stand on end, it is probably unsafe. We, as Marines, Sailors and civilian Marines, must take the appropriate steps to fix what is wrong – immediately.

A former Commanding Officer of mine had a Safety Policy that consisted of three rules. They are simple, easy to understand, easy to apply, and easy to debrief when there is a breakdown. They are:

- 1) **Have a plan.**
- 2) **Use Common Sense.**
- 3) **Take care of each other.**

If you use these rules, you can easily avoid 95% of unsafe situations. If you become aware that you are in an unsafe situation and you stop, assess and apply these rules, you will emerge unscathed the remaining 5% of the time. They are simple and, as it says above, use common sense.

I'll reiterate. I need every Marine, Sailor and civilian Marine of Headquarters and Headquarters Squadron to complete our mission. Without you we will fail. Please ensure you, and the Marine, Sailor or civilian Marine beside you, are taking every step necessary to conduct yourselves in a safe and survivable manner whether on or off duty. To do anything less betrays the ethos that has made the United States Marine Corps the finest fighting force in the World.

Semper Fidelis

A handwritten signature in black ink, appearing to read 'K. Cutler'.

**KEITH M. CUTLER
LIEUTENANT COLONEL, U. S. MARINE CORPS
COMMANDING**